

COUNTY OF MARION, STATE OF INDIANA
EXECUTIVE ORDER NO. 2, 1997 (2ND AMENDED VERSION)
(SUPERCEDES EXECUTIVE ORDER NO. 15, 1992)
ESTABLISHMENT OF PERSONNEL POLICIES
AND PROCEDURES FOR APPOINTED POSITIONS

WHEREAS, appointed City officials are expected to be available at any time during the day, seven (7) days a week; and

WHEREAS, appointed City officials are expected to give much of their own time in performing their duties; and

WHEREAS, appointed City officials are responsible for the effective management of City government; and

WHEREAS, appointed City officials are subject to dismissal by the Mayor or a Department Director without cause;

NOW THEREFORE, by virtue of the authority vested in me as Mayor of the City of Indianapolis and as successor at law to the Marion County Commissioners, it is hereby ordered as follows:

1. Appointed City Officials - The following positions shall be considered appointed:

GROUP I

- a. Deputy Mayors
- b. City Controller
- c. Corporation Counsel
- d. Department Directors
- e. Director of Policy & Communications
- f. Chief of Staff

GROUP II

- a. Deputy Controllers
- b. Deputy Directors
- c. Administrator, Mayoral Affairs

- d. Executive Assistants
- e. Division Administrators (including departmental CFO's)
- f. Strategic Planner in Department of Capital Asset Management
- g. Executive Director of Mayor's Action Center
- h. Director of Strategic Initiatives
- i. Assistant Directors
- j. Director of Enterprise Development
- k. Chief Operating Officer - DPW
- l. Chief of Police
- m. Press Secretary
- n. Policy Director for Community Renewal

GROUP III

- a. Special Assistants to Mayor or Deputy Mayor
- b. Resource Development Coordinator
- c. Administrative Secretary positions in Mayor's Office
- d. Senior Secretary position in Mayor's Office
- e. Department Director's Administrative Secretary
- f. Department Director's Administrative Assistants
- g. Public Information Specialist in the Mayor's Office
- h. Scheduling Assistant in Mayor's Office
- i. Office Manager in Mayor's Office
- j. Accounting Technician in Mayor's Office
- k. Receptionist in Mayor's Office
- l. Manager Business Communications
- m. Enterprise Development Analyst
- n. Community Outreach Liaison

- o. Neighborhood Affairs Specialist
- p. Public Information Officers
- q. Financial Administrator - Economic Development

2. Salary Level - The salary level of all Group I appointed officials shall be established individually by the Mayor within the appropriate ranges as established by the Position Evaluation and Salary Administration Plan. The salary level of Group II and Group III officials shall be established by the Mayor or Department Directors as applicable within the appropriate grades as established by the Job Classification System and Salary Grade Scale subject to the Mayor's approval.

3. Benefit Leave - The Mayor may grant all appointed City officials in Group I and II, up to an additional one (1) week of benefit leave per year beyond the amount provided pursuant to ordinance. Such additional leave, if granted, shall accrue on a monthly basis. In the event any appointed official does not use all the benefit leave in a calendar year the unused time can be carried forward, with the Mayor's approval, in an amount consistent with ordinance. Group I officials shall schedule benefit leave with the Mayor. Group II and III officials shall schedule their benefit leave with Department Directors or Mayor, as applicable.

4. Short Term Disability Leave - Short term disability leave shall be available for appointed level employees as provided by ordinance.

5. Death Leave - Upon the death of a member of an appointed official's immediate family, as defined by ordinance, death leave

shall be available for appointed City officials as provided by ordinance.

6. Holidays - Appointed City officials shall observe the regular holidays granted to other City employees by ordinance or Personnel Policy.

7. Compensatory Time - Compensatory Time is not available for appointed City officials, unless otherwise required by law. Due to the nature of their positions, appointed City officials in Group I are expected by the Mayor to work a minimum of forty (40) hours per week, unless they are on scheduled leave time. Since those appointed City officials are considered to be on-call 24 hours a day, the forty (40) hours may occur at any time during the week.

8. Long Term Disability Insurance - Appointed City officials shall receive the benefit of a long term disability insurance policy provided by the City.

9. Other Benefits - Health Insurance, Retirement Plans and other employee benefits not previously mentioned, as covered by ordinance or the Personnel Policies and Procedure Manual, shall be available for appointed City officials.

10. Additional Employment - Appointed City officials shall not engage in additional compensated employment without first securing the Mayor's written approval.

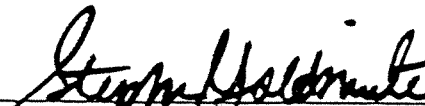
11. No Grievance Rights - Appointed City officials do not have access to the City's Disciplinary and Policy Grievance Procedure. However, these officials may use the City's

Discrimination and Sexual Harassment Complaint Procedures.

12. Resignations- It is expected that an appointed City official in Group I and II shall notify the Mayor in writing thirty (30) days in advance of any resignation.


13. This Executive Order shall become effective the 16th day of December, 19 97.

Dated this 16th day of December, 19 97.



Stephen Goldsmith, Mayor

APPROVED AS TO FORM AND LEGALITY:



Stephen Carter
Corporation Counsel